

SUPERINTENDENT, BUILDING MAINTENANCE

PURPOSE: To protect the physical integrity, appearance, and continued functional operation of City buildings and their appurtenant facilities and assets.

FUNCTIONAL AREAS:

1. Protect the physical integrity of building structures, their appearance, and their continued functional operation by inspecting, planning, administering, and supervising maintenance, repair, and construction projects on City buildings, grounds, and property;
 - * A. Inspect City buildings and property and make recommendations for maintenance, repair, or construction projects.
 - * B. Prioritize, plan, and assign projects.
 - * C. Set schedules for work completion.
 - * D. Estimate costs, prepare specifications, and order necessary supplies and equipment.
 - * E. Coordinate projects with contractors, building maintenance crews, architects, consultants, and others as necessary.
 - * F. Supervise and inspect work to ensure that it is completed in a timely, economical, and satisfactory manner.
 - * G. Assist in long-range planning for new and existing projects.
 - * H. Address questions and complaints from occupants of City facilities and the general public.
 - * I. Develop, evaluate, and monitor projects, such as Capital improvements and new or replacement facility construction.
 - * J. Administer the operation of City parking facilities.
2. Plan, develop, implement and administer a comprehensive energy management program that tracks usage, maximizes cost efficiencies and optimizes working environment conditions.
 - * A. Provide subject matter and technical expertise as well as leadership in planning, developing and implementing an energy management program.
 - * B. Troubleshoot energy consumption problems and develop practical solutions.
 - * C. Supervise energy conservation and recycling efforts.
3. Organize and direct the activities of assigned personnel.
 - * A. Determine priorities, assign work, and coordinate schedules to ensure completion of work.
 - * B. Participate in the hire, transfer, suspension, or discharge of assigned personnel.
 - * C. Establish work standards and evaluate the work of employees.
 - * D. Monitor work sites to ensure compliance with established methods, guidelines, and procedures.

- * E. Train personnel in correct and safe operating procedures.
 - * F. Recommend adjustments or other actions in employee grievances.
 - * G. Disseminate and interpret instructions provided to employees through bulletins and other communications.
4. Perform related duties.
- * A. Assist the Property Manager in the operation and maintenance of the Skywalk system.
 - B. Coordinate special projects as assigned.
 - * C. Analyze and prepare budgets.
 - D. Assist in formulating division policies and procedures.
 - * E. Write reports and make presentations as required.
 - * F. Approve purchases and expenditures
 - * G. Investigate and respond to complaints, inquiries, and requests.

MINIMUM REQUIREMENTS:

1. Education and Experience Requirements

- ◆ A. An acceptable combination of verifiable education and experience equaling six (6) years in the building trades which demonstrates possession of the knowledge, skills, and abilities listed below, including three (3) years of managerial and administrative experience in a comparably sized operation.

2. License Requirements

- ◆ A. Possession of a valid Minnesota Driver's License or privilege by the date of appointment and thereafter.

3. Knowledge and Skill Requirements

- ◆ A. Considerable knowledge of building construction and maintenance procedures and techniques.
- ◆ B. Knowledge of heating and electrical systems.
- ◆ D. Knowledge of state and local building laws and ordinances.
- ◆ E. Knowledge of pertinent safety rules and procedures.
- ◆ F. Knowledge of cost-estimating techniques.
- ◆ G. Knowledge of effective supervisory practices.
- ◆ H. Knowledge of data collection and budgeting methodology.
- ◆ I. Knowledge of mathematics sufficient to establish and control budgets and estimate projects.
- ◆ J. Knowledge of energy management principles and practices.
- ◆ K. Skill in planning and coordinating projects.

4. Ability Requirements

- ◆ A. Ability to read and interpret plans, specifications, schematics, blueprints, and technical journals.
- ◆ B. Ability to estimate costs and calculate budget projections.
- ◆ C. Ability to diagnose equipment breakdowns and malfunctions.
- ◆ D. Ability to exercise independent judgment.
- ◆ E. Ability to perform on-site inspections of City buildings and property.
- ◆ F. Ability to write clear, concise reports and maintain required files, inventories, statistics, and other data.
- ◆ G. Ability to use computer applications including word processors, spreadsheets, and work order systems.
- ◆ K. Ability to evaluate costs and effectiveness of operations.
- ◆ I. Ability to communicate effectively, both orally and in writing.
- ◆ J. Ability to respond to requests and complaints in a cooperative and constructive manner.
- ◆ K. Ability to establish and maintain effective working relationships with employees, public officials, outside agencies, and the general public.
- ◆ L. Ability to perform MEDIUM WORK (defined as lifting 50 pounds maximum with frequent lifting indoor carrying of objects weighing up to 25 pounds).
- ◆ M. Ability to attend work on a regular basis.

* Essential functions of the job

◆ Job requirements necessary on the first day of employment

Analyst: CT	Class # 1723	Union: Basic	Pay: 1090 - 1105
CSB: 20070912	CC: 20070924	Res # 07-0630R	WC Code: 9015
EEO Funct: Admin/Finance		EEO Cat: Professional	